

Budget Reporting Process (MAP, IVG, & ING)

USER GUIDE

Quick Links

GAP Access Portal

GAP Access Portal User Guide

ISAC
Illinois Student Assistance Commission

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Overview of Budget Reporting Process

In accordance with ISAC Administrative Rules, postsecondary institutions participating in ISAC gift assistance programs are required to annually report tuition and fee charges to ISAC **on or before June 1** preceding each academic year.

This tuition and fee information must be reported for the Monetary Award Program (MAP), the Illinois Veteran Grant (IVG), and the Illinois National Guard (ING) Grant. Schools that do not participate in the IVG and ING Grant programs will only need to report tuition and fee charges for MAP.

Fees reported must match the specific fee charges allowed for the gift assistance program that may finance the fee. ISAC definitions for tuition and fees may be found in the General Provisions section of ISAC's Administrative Rules, and additional guidance may be found in the rules for each respective program.

Failure to Complete the Budget Reporting Process

Failure to report any cost changes to the previous year by the June 1 deadline will cause the prior year's charges to be used as part of the calculation process for gift assistance benefits.

Failure to report the assessment of a fee charge by the deadline will result in that fee charge being ineligible for payment under ISAC gift assistance programs.

What if the Institutional Budget Not Finalized before June 1?

If an institution's annual budget is not final by the June 1 deadline, the budget reporting process must be submitted with estimated data by June 1. An email should be sent from the financial aid director to ISAC's Partner Services Department providing the approximate date by which the final budget will be submitted.

Tuition Refund Policy

Additionally, ISAC rules require postsecondary institutions that participate in ISAC gift assistance programs to annually **submit** a copy of their **tuition refund policy** to ISAC during the budget reporting process. The institution's refund policy must be uploaded and submitted with the budget data. The **budget cannot be certified and submitted without it**.

Note: An institution's submission of their refund policy is not to be considered ISAC's approval of the policy.

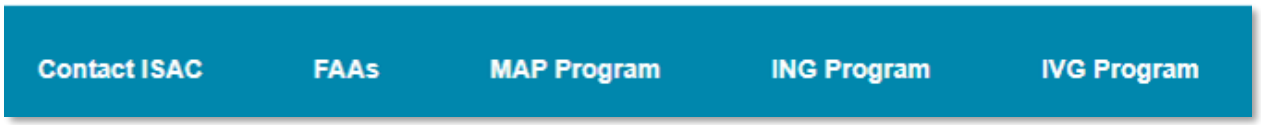
GAP Access and Permissions

The Budget Reporting system is available through ISAC's Gift Assistance Programs (GAP) Access portal.

The GAP Access **Primary Administrator**, which is always the financial aid director (or acting director) at the institution, is the only individual given Budget Confirm access by ISAC and **is the only school user who can certify the budget** information once all data has been entered.

However, other school Administrators may be provided with program privileges in the Budget system by the Primary Administrator to assist with the budget reporting process, giving them either Budget Update or Budget View privileges.

For more information on school user access for GAP Access, refer to the GAP Access User Guide or contact the Partner Services Department for assistance. Quick links to ISAC contact information, the FAA section of ISAC's website and program information can be found at the bottom of all GAP system screens, as seen below:



Also, please note that the system will time out after prolonged inactivity. A warning message will appear to allow you to save your data:

System Calculations

All calculations will be **rounded to two decimal places** if more than two numbers are reported after the decimal in any dollar field. The system calculates the totals and carries them forward to the next screen on several program entry pages. If the calculated amounts are not accurate, return to the prior page(s) and correct the amounts and save any corrections.

How to Complete the Budget Reporting Process

1. Log in to GAP Access.
2. Click the **School** tab.
    a. The **School: Details** screen will display.
3. Click the **School Budget** tab.
    a. A message will display if a user does not have Demo or Budget privileges.
        - Contact the GAP Access Primary Administrator at your institution to gain access to the Budget screens.
    b. Your school's name & federal school code will display at the top of the screen.

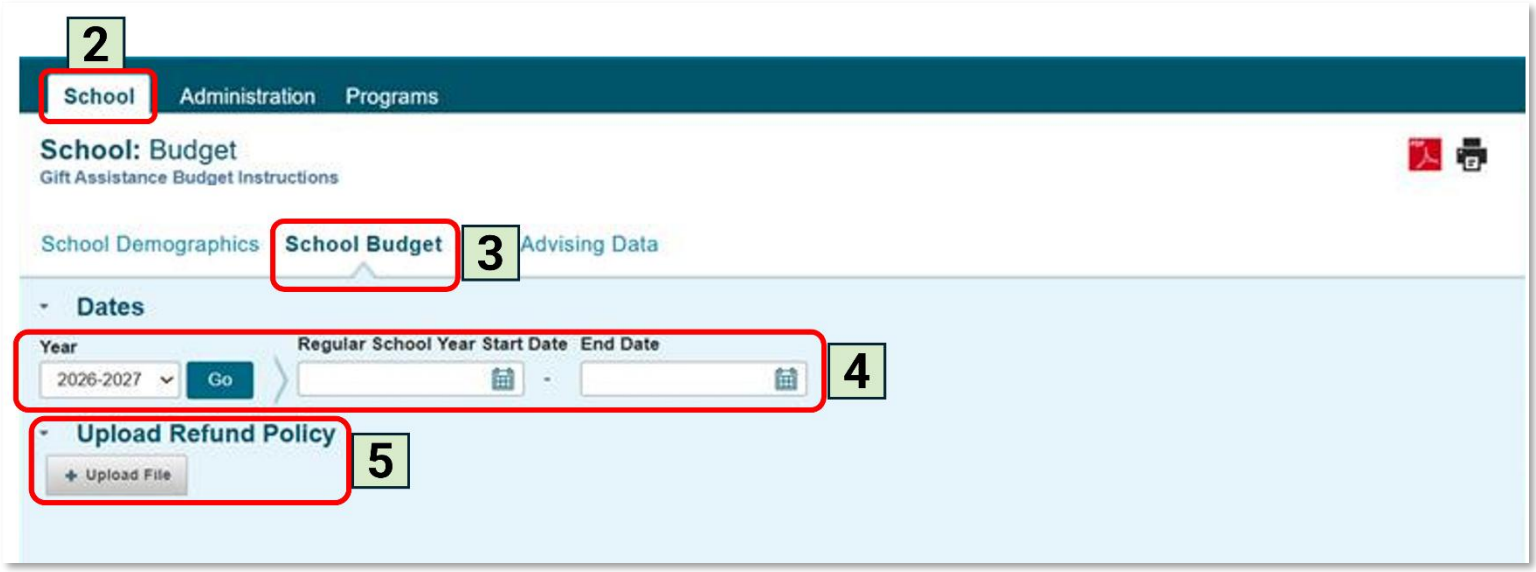
4. Select Academic Year and enter the **Start and End dates**. The year defaults to the budget year being requested in the Year drop-down box. To view a different award year, select from the drop-down box and click the Go button.

    a. The regular school year dates reported here will be displayed on all the budget pages.

5. Upload Refund Policy. Upload your school's refund policy by selecting the Upload File button and then navigating to the document on your school system.

    a. **This document must be uploaded to certify the budget**.

    b. You documents will appear in the Document History section once uploaded.



6. A tab for each program that the school must provide budget data for will be present below the Document History section.

7. A drop-down section below the program tabs will give the option to select differential codes for that program.

    a. If a school has more than one approved differential code for a program, budget data must be reported on all tabs for each approved code.

        - Not all schools will have differential codes.
        - Higher-cost programs may use differential budget codes.
        - To remove or to request new differential codes, contact Partner Services.

b. If an unapproved code is selected, an error message in red displays at the top of the screen.

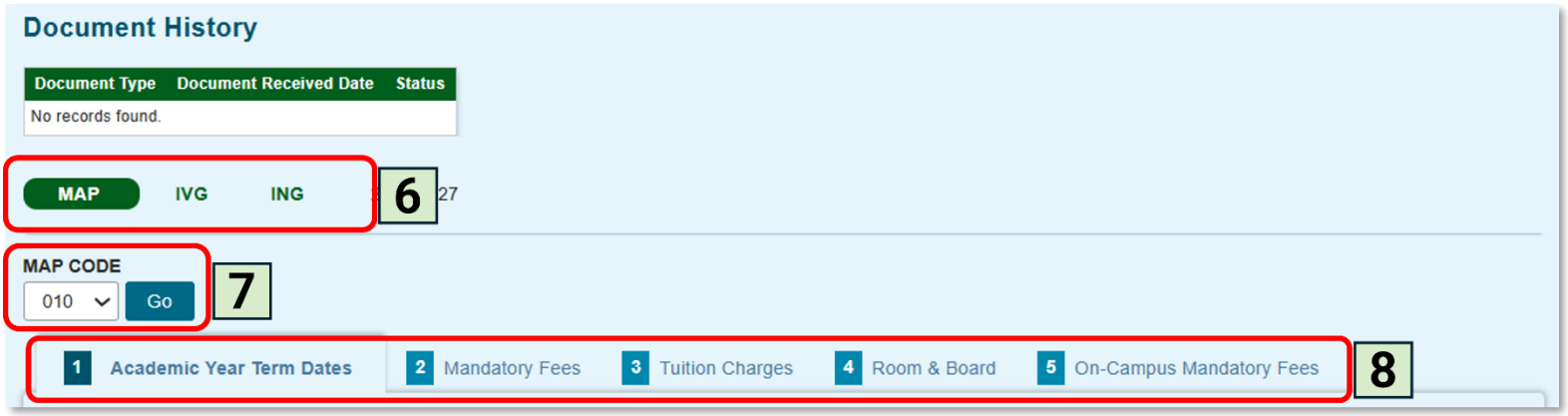
8. After selecting the program, 4-5 tabs will appear that must be filled out to complete the budget for that program.

MAP – 5 tabs:

- 1. Academic Year Term Dates
- 2. Mandatory Fees
- 3. Tuition Charges
- 4. Room & Board
- 5. On-Campus Mandatory Fees

IVG & ING – 4 tabs:

- 1. Academic Year Term Dates
- 2. Tuition Charges
- 3. Fee Rates
- 4. Tuition & Fee Report



9. To complete the budget, each tab for each program must be completed. Additionally, each program differential code will require each tab to be completed for that code also.

a. See the sections below for instructions on completing each of the types of tabs with tips for program specific considerations.

Academic Year Term Dates Tab (MAP, IVG, ING)

1. Provide start and end dates for each term within the regular school year.

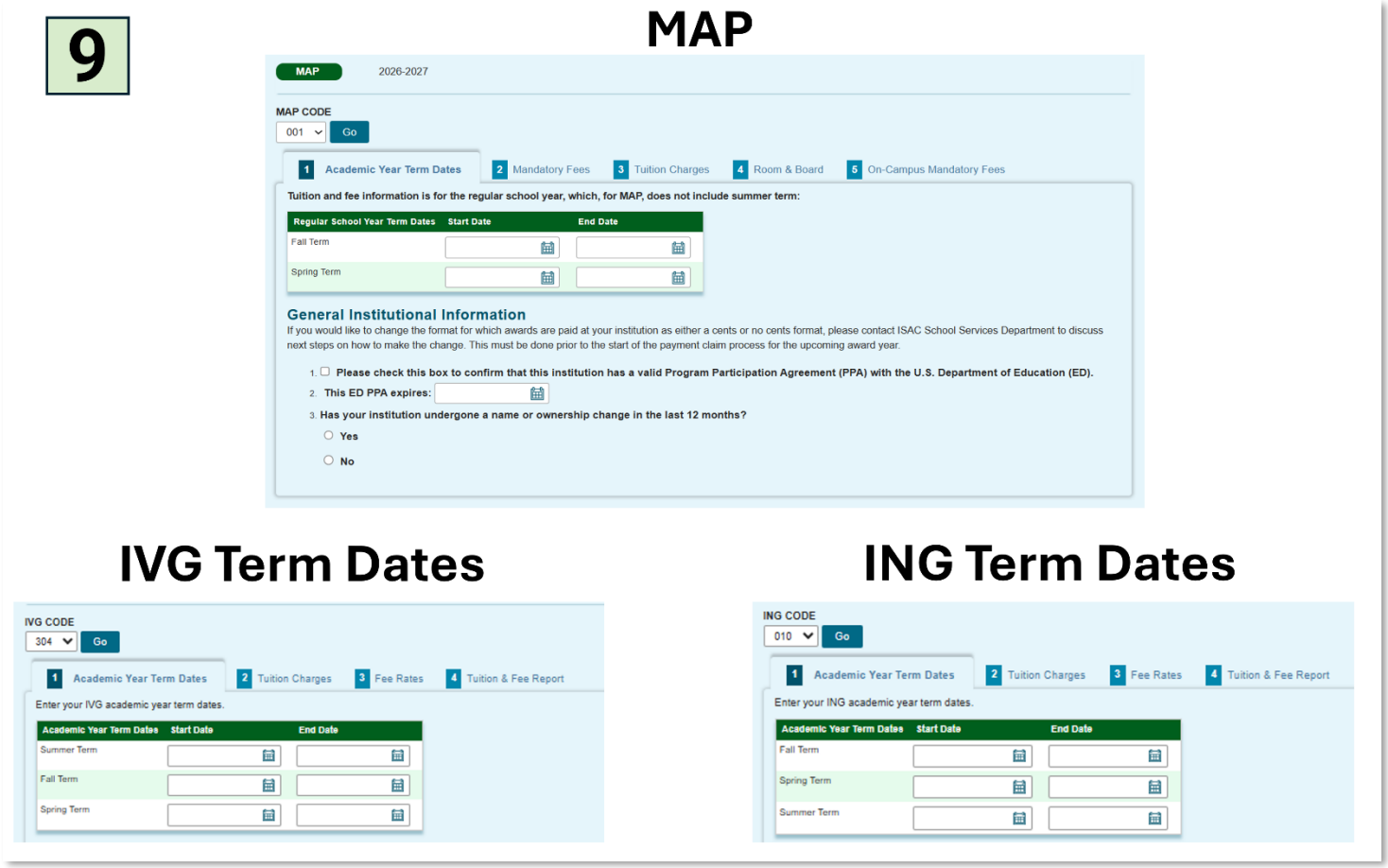
    a. These should correspond with the dates reported earlier for the regular school year (at the top of the Budget screen).

        - **MAP**
            - These dates are used to:
                a. Identify the date by which an independent student must have resided in Illinois to receive a MAP grant.
                b. Provide the data needed regarding the year-end refund return process.
        - **IVG**
            - The summer term leads the academic year for the IVG program.
            - Summer term tuition & fee rates reported depends on whether the term is a trailer or a leader of the school's academic year.
        - **ING**
            - The fall term leads the academic year for the ING Program.
            - Summer term tuition & fee rates reported depends on whether the term is a trailer or a leader of the school's academic year.

    b. Complete general institutional information by answering the three questions:

        - **1.** Check the box to confirm that your institution has a valid Program Participation Agreement (PPA) with ED.
            - Blank is a valid response if you do not have a valid PPA.
        - **2.** Provide the date that the ED PPA expires; enter in mm/dd/yyyy format.
            - Blank is a valid response if you do not have a valid PPA.
        - **3.** Indicate if your institution has had a name or ownership change in the last 12 months.
            - One of the options must be selected to continue.

9



Mandatory Fees Tab (MAP)

Mandatory Fees are the charges assessed by an institution **that are required to deliver educational services to students** for each term, **regardless of whether a student is attending either on campus or through distance education**. Application, graduation, laboratory, breakage, add/drop fees, and program administration fees for out-of-state or foreign study are specifically excluded. **For the purposes of ISAC's rules tuition is not a mandatory fee**.

The purpose of this tab is to calculate a fee package that is typically faced by a traditional on-campus student by reporting the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term.

1. Enter the mandatory fee amounts for each type of fee based on 16 semester hours or 12 quarter hours per term.

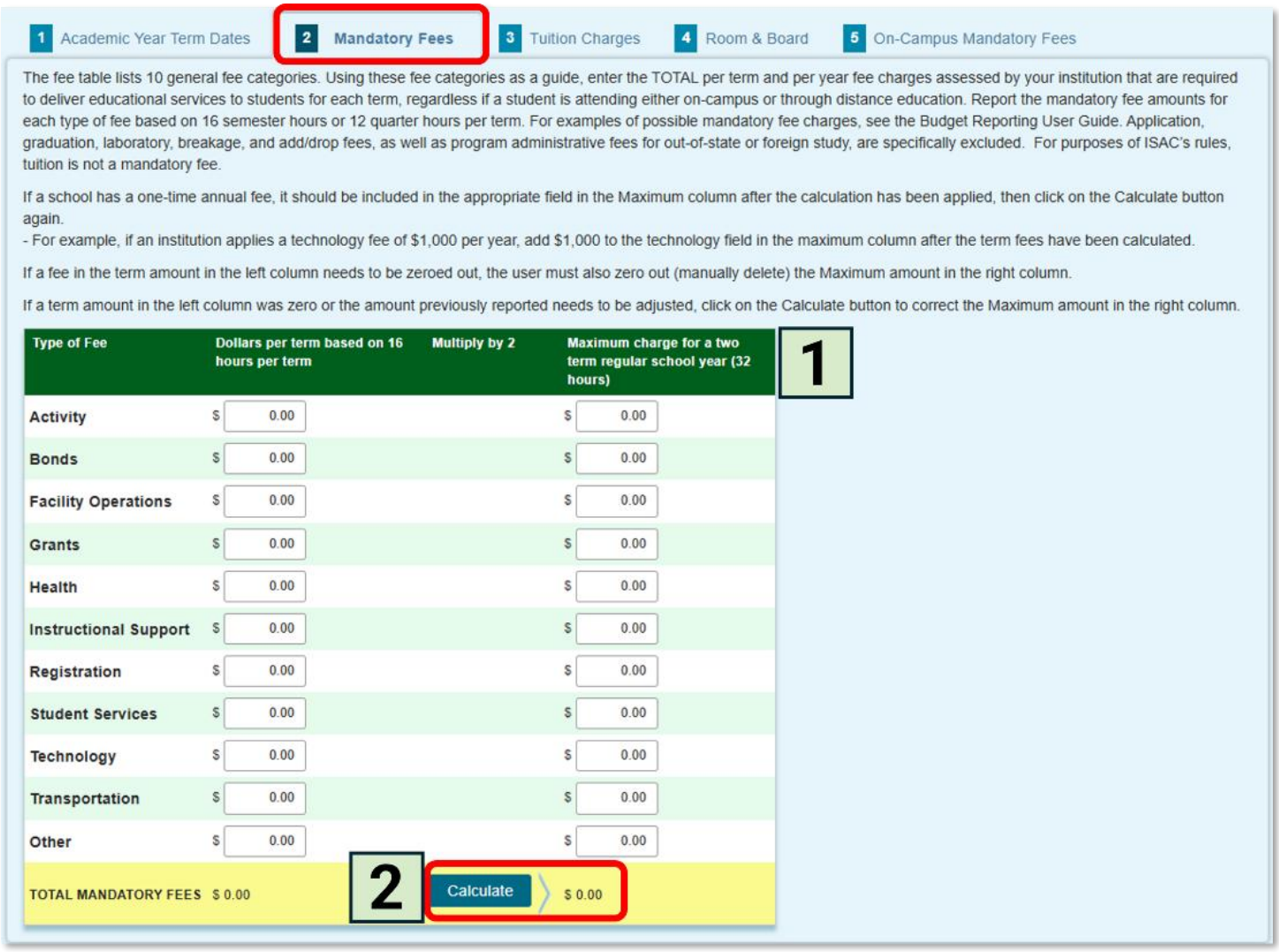
    a. If a school has a one-time annual fee, it should be included in the appropriate field in the Maximum column after the calculation has been applied, then click on the Calculate button again.

b. Fees reported to ISAC do not have to have the exact same fee name as those noted below to be considered an eligible mandatory fee, however, it's recommended that they be reported in a category that most closely matches up to the ISAC terminology.

- Maintain internal documentation regarding the purpose of each fee reported. Especially for fees that are not clearly defined by their name or that include a broad range of charges under one fee name.

2. Click "**Calculate**" to calculate the total Mandatory Fees.

3. Click "**Save**" to save edits.



Mandatory Fee Examples

Category	Example of Fees
Activity	Fitness Center, Recreation Center, General Activities, Gym
Bonds	
Facility Operations	Sports Facility, Event Arena, Concerts, Dormitory Service, Library, Student Union, Campus Improvements, General Facilities, Maintenance, Facilities Upgrades
Grants	Grant-In-Aid, Talent Grant
Health	Health Insurance, Health Clinic, Health Services, Visits w/ Doctors and/or Nurses, Health Maintenance Organization, Pharmacy
Instructional Support	Book Store ID, Copying, Instructional Materials, Publications, Textbook Rental
Registration	
Student Services	Student Support, Career Services, Placement Office, Student Senate, Leadership Events, General Fee, Student Attorney, Comprehensive
Technology	Internet, Computer Technology, Distance Learning, Electronic Music Center, Media Resources
Transportation	Parking, Shuttle Bus, Transit, Student Passes

Tuition Charges Tab (MAP, IVG, ING)

1. Enter the main per-term tuition rate (in-district, in-state only) based on 16 semester hours or 12 quarter hours per term.

    a. For budget collection purposes, the main rate is intended to be the rate that is typically faced by most students.

    b. **IVG** – Include rates for Summer, Fall, & Spring term.

        - If a college reports both an hourly tuition rate and a flat rate, you will need to choose which option to use for the entire academic year.

            a. For example, claims cannot be submitted as hourly for fall term and then flat rate for spring term.

        - If you have other tuition rates for IVG-eligible programs (e.g., online courses) or program-specific flat rates they should be listed in the Additional IVG Rates section.

        - If additional tuition rates are used, report the highest amount for each term.

        - If a flat rate is used, report the highest amount for each term.

    c. **ING** – Include rates for Fall, Spring, & Summer term.

- If a flat tuition rate is used, report the highest flat rate for each term in the below.

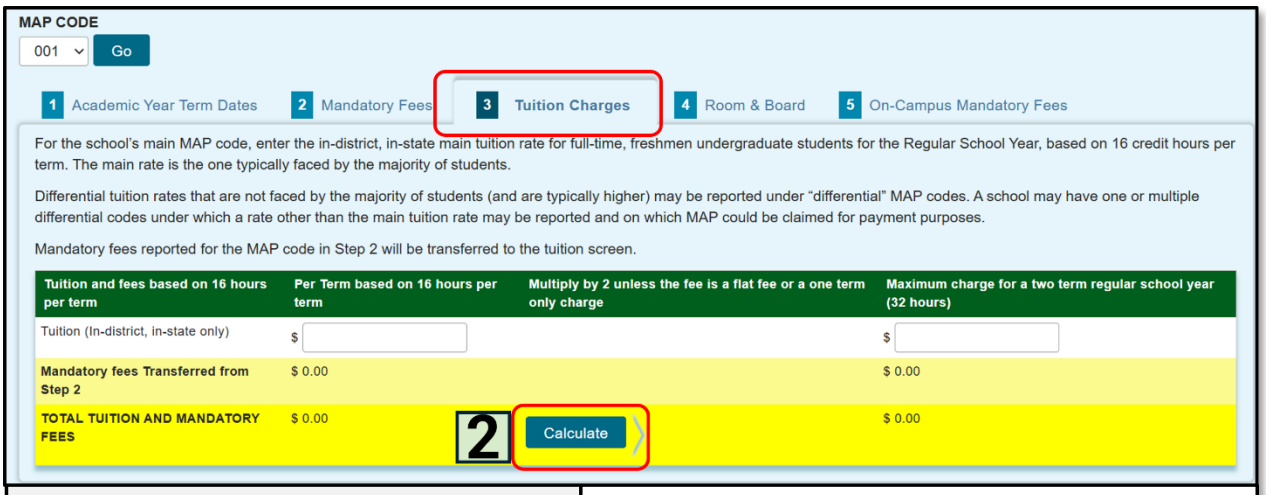
d. See the IVG and ING Tuition Fees Term Guidance section for determining rates based on term.

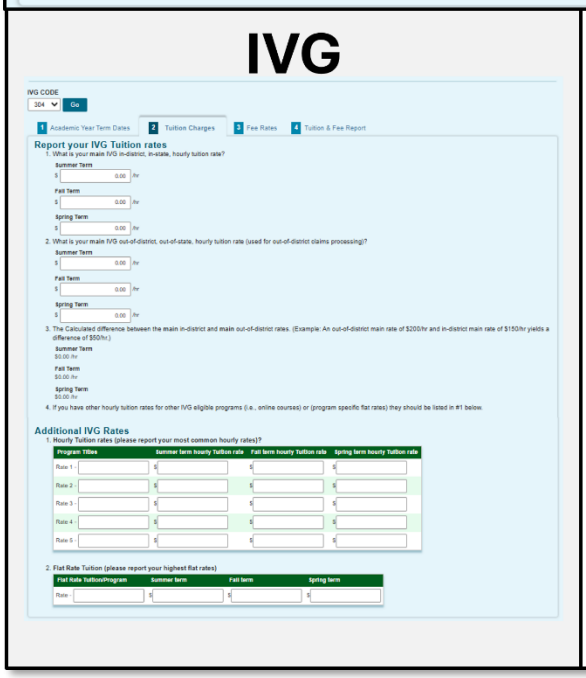
2. Click "**Calculate**" to calculate the maximum charge for the regular school year.

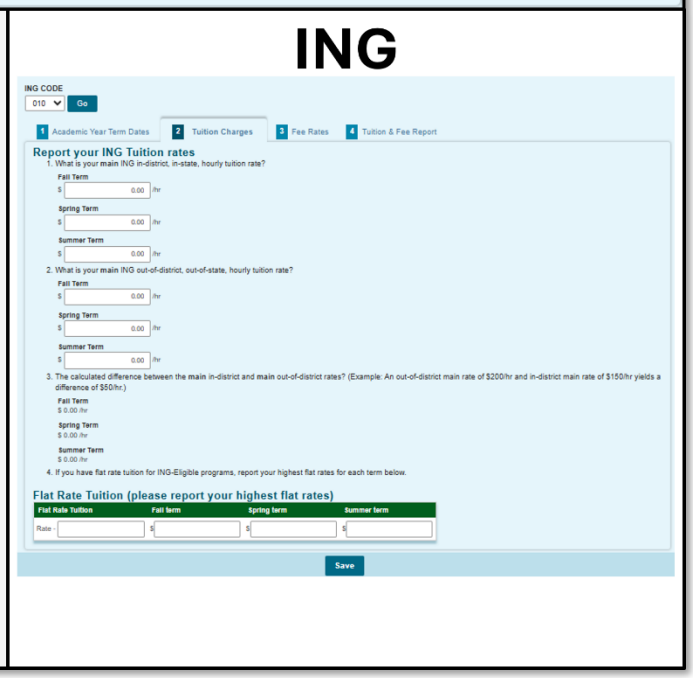
   a. The Total Tuition and Mandatory Fees columns are system generated based on previous entry.

      - If these figures are incorrect, review the entry of Mandatory Fees reported on the previous page and/or Tuition on this page.

3. Click "**Save**" to save edits.





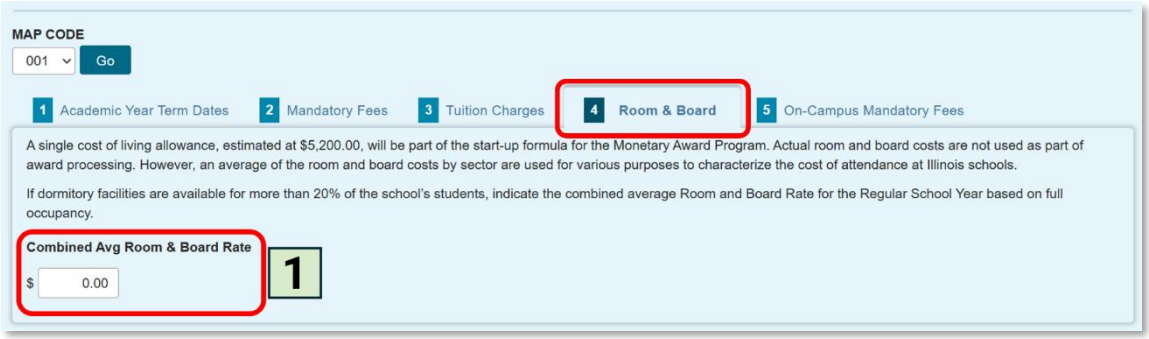


Room & Board Tab (MAP)

1. Enter the combined average room and board rate for the regular school year based on full occupancy.

    a. The **room and board costs** reported here **are not used as part of MAP award processing**; however, these costs are used for various purposes to characterize the cost of attendance at Illinois schools.

2. Click "**Save**" to save your edits.



On Campus Mandatory Fees Tab (MAP)

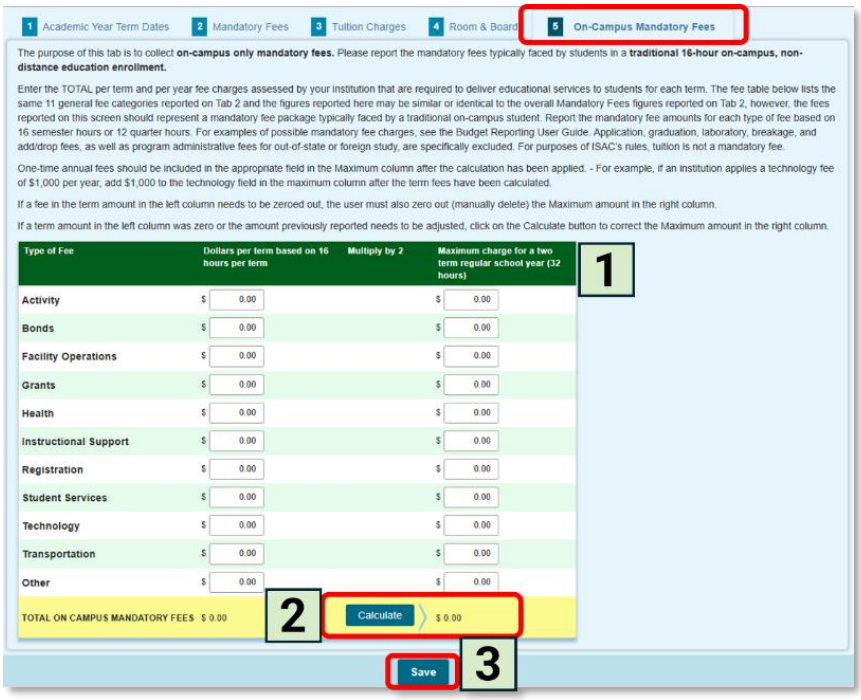
1. Enter the **on-campus only mandatory fees** that are typically faced by students in a **traditional 16-hour on-campus, non-distance education enrollment.**

    a. The amounts reported on this tab may be similar or identical to the overall Mandatory Fees reported on Tab 2.

    b. This additional data is being collected for the purpose of calculating a mean-weighted tuition and fee rate faced by a typical on-campus student, which ISAC uses and provides to other state partners for a variety of purposes.

2. Click "**Calculate**" to calculate the maximum charge for the school year.

3. Click "**Save**" to save your edits.



Fee Rates Tab (IVG & ING)

1. Report applicable hourly and/or flat fees. The fees will be used to determine the maximum amount for claim processing.

    a. **Definitions:**

        - **Hourly rate** – charges that are based on the number of semester/quarter credit hours in which a student is enrolled.
        - **Flat rate** – tuition or fee rates that are fixed.

    b. **Fee types include**:

    IVG:

    - Activity
    - Bonds
    - Facility Operations
    - Grants
    - Health
    - Instructional Support
    - Registration
    - Student Services
    - Technology
    - Transportation
    - Other

    ING:

    - Registration
    - Graduation
    - General activity
    - Matriculation
    - Term fee

    c. If the name of a fee at your institution does not match the category descriptions provided in GAP Access, but it could be considered an ING-eligible fee, report it in the fee category that most closely defines the type of fee.

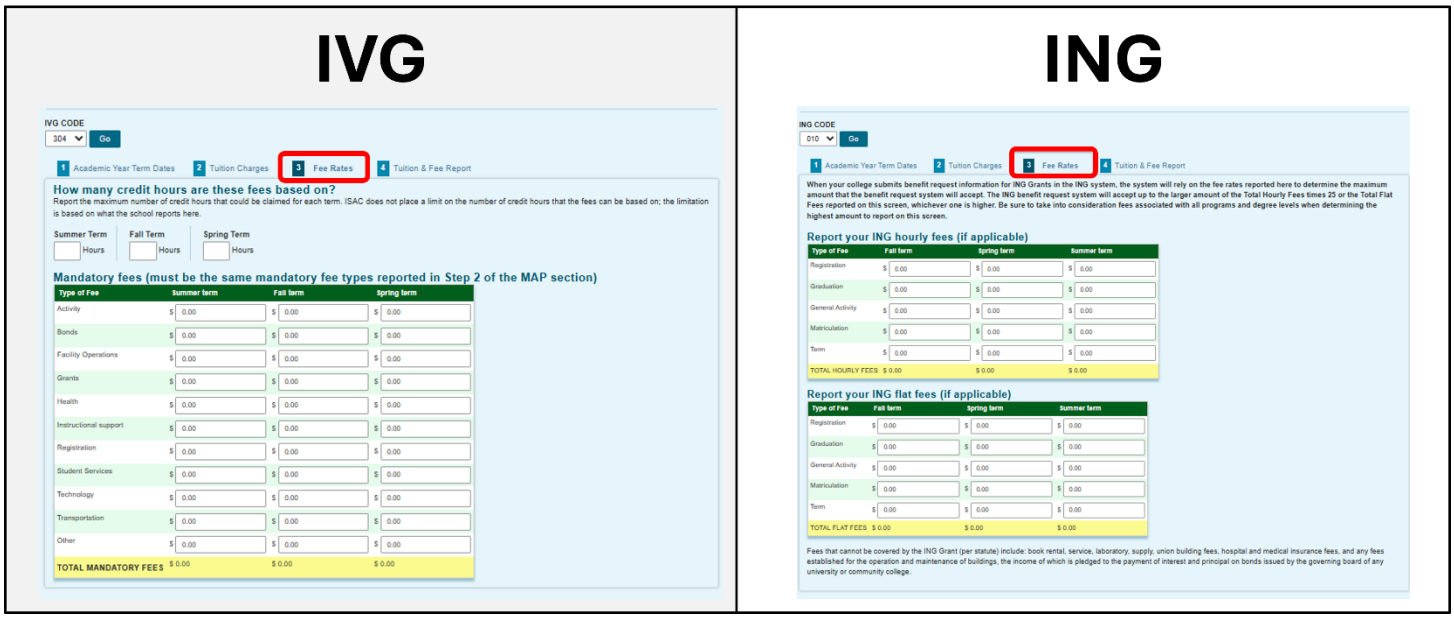
        - For example, an hourly Technology Fee could be reported in the Term Fee category.

d. Schools are encouraged to **maintain internal documentation** to support/explain all data provided to ISAC in the budget reporting system.

e. Mandatory fees entered in the Fee Rates Tab will automatically appear in the Tuition & Fee Report Tab.

- Maximum fee amounts are based on the reported credit hours.

2. Click "**Save**" to save edits.



Tuition & Fee Report Tab (IVG & ING)

1. Enter the correct tuition and fee amounts for each term. Summer term rates depend on whether the term is part of the current academic year or the upcoming academic year. See IVG and ING Tuition Fees Term Guidance for details.

a. **Definitions:**

- **Hourly rate** – charges that are based on the number of semester/quarter credit hours in which a student is enrolled.

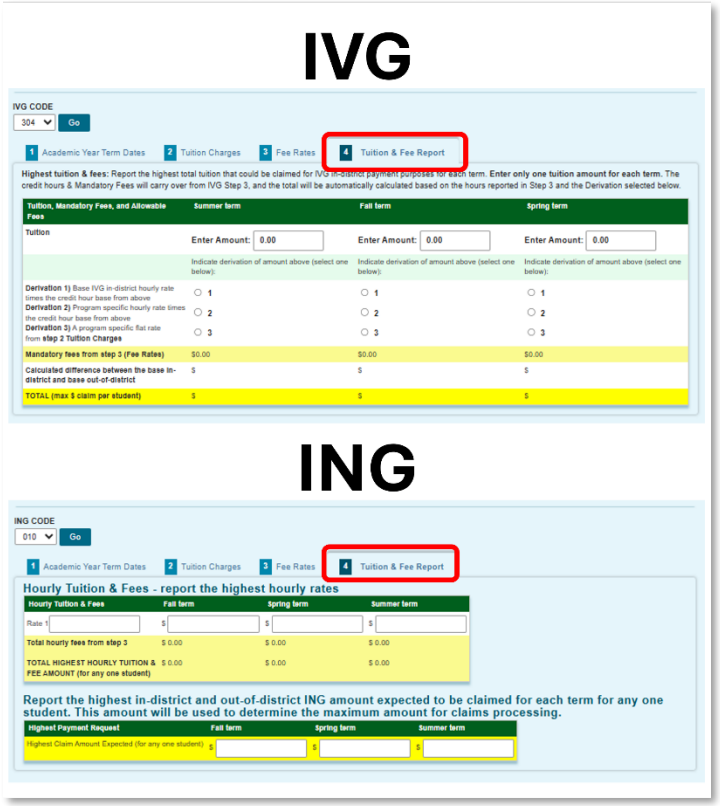
- **Flat rate** – tuition or fee rates that are fixed.

2. Report the highest tuition amounts expected to be claimed for any one student for each term:

a. In-district or in-state tuition rate

b. Out-of-district or out-of-state tuition rate, if applicable

3. If your institution reports both hourly and flat tuition rates:
    - Choose the higher rate type.
        - Use the same rate type for the entire academic year.
        - For example, claims cannot be submitted as hourly in one term and flat rate in another.
4. **IVG**: select one of the derivation options for each term using the radio buttons.
5. If using flat tuition, report the highest flat rate for each term.
6. The system automatically calculates:
    a. Difference between in-district and out-of-district tuition rates
    b. Total Highest Hourly Tuition & Fee Amount
    c. Maximum expected claim amounts
        - If calculated amounts appear incorrect, review previously entered tuition data on the Mandatory Fees tab and Fee Rates tab.
        - Claims submitted **above** the reported **maximum amounts will be reduced** to the approved maximum.



7. Review all calculated totals to ensure they reflect the highest expected claim for any one student per term.
8. Maintain internal documentation to support all tuition and fee data submitted to ISAC.
9. Click "**Save**" to save edits.

IVG and ING Tuition Fees Term Guidance

a. **IVG:**

- If tuition & fee rates are changing, but do not change until the fall term, report charges as follows:
    - Summer - report current charges.
    - Fall - report charges for upcoming year.
    - Spring - report charges for the upcoming year.
- If an institution's revised rates start with the summer term, report the new budget rates for all terms.
- If you have other tuition rates for IVG-eligible programs (e.g., online courses) or program-specific flat rates they should be listed in the Additional IVG Rates section.
    - If additional tuition rates are used, report the highest amount for each term.
    - If a flat rate is used, report the highest amount for each term.

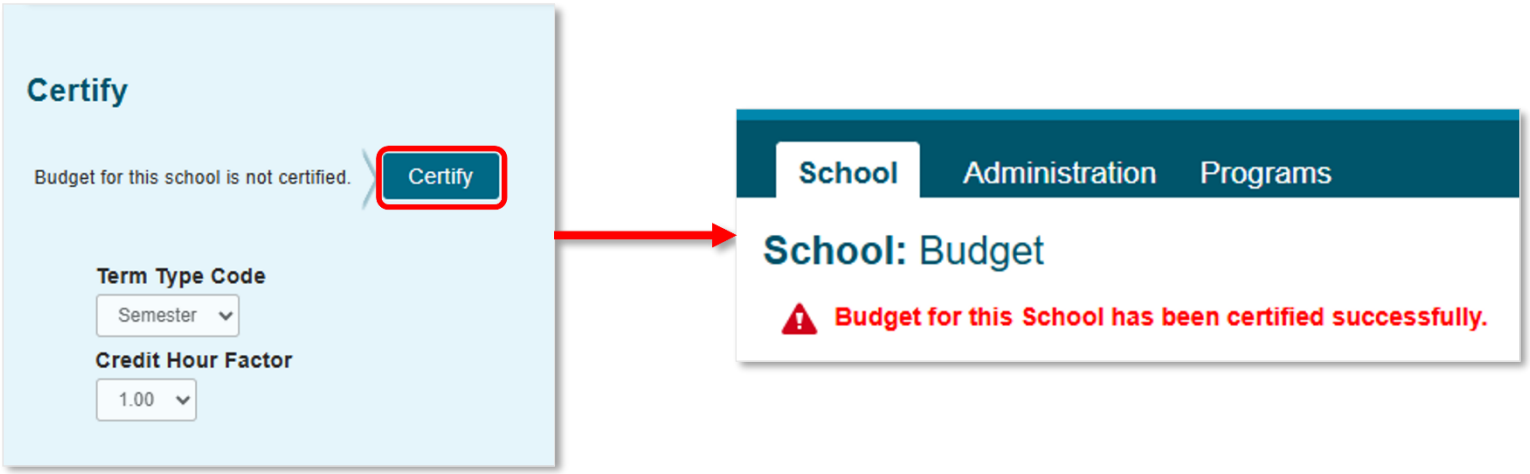
b. **ING**:

- If an institution has revised rates for the upcoming fall term, report new budget rates for all terms.
- If an institution has revised rates starting with a summer term, the school should report charges as follows:
    - Fall - report upcoming year charges
    - Spring – report upcoming year charges
    - Summer - report subsequent, future year charges

Certifying the School Budget

After all budget information for all approved codes for each program has been entered, saved and confirmed, the institution's **Financial Aid Director (GAP Primary Administrator) must certify the information.** The Certify button will only appear for the GAP Primary Administrator of the institution. The budget cannot be certified unless the required refund policy document has been uploaded. To complete the process:

1. Select the Certify button (which can be done on any page).
2. A message and the user ID will display when the budget is successfully certified.
3. Certification needs to be done only once.
4. An error message will display if information for an approved budget code is missing.
5. Once the budget has been certified, the Certify button will no longer be accessible, and messaging will show who certified the budget and the date it was completed.



Budget Corrections after Certification

To make corrections after a budget has been certified, contact ISAC's School Services Department.